

ESS/ERecruiting Security UserID Administration Supplement

Version 1B

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Security UserID Administrator

Introduction

This supplement to the Decentralized Security Administration Handbook will assist/direct you in the administration and maintenance of ESS (**E**mployee **S**elf **S**ervice) and ERecruiting UserIDs, to ensure all employees have access to the functionality for both ESS and ERecruiting systems.

As a point of clarification, ESS functionality resides in R3/HRMS (RP0), and ERecruiting functionality resides in production ERecruiting (EP0).

It is important to note that while SAP UserIDs are required, with the exception of security UserID administrators, the ESS and/or ERecruiting user will never access either system **via SAP GUI logon pad**.

This means that each ESS/ERecruiting user will also need a Portal UserID set up, but because the ESS/ERecruiting UserIDs in SAP are an exact match to the Portal UserID (all are personnel number of the employee, ***including*** leading zeroes for an eight-character UserID), mapping of the Portal UserID is not required for ESS/ERecruiting UserIDs.

Checklist For set up of new ESS/ERecruiting UserIDs

- ✓ Run 'HRUSER' in R3/HRMS
- ✓ Create corresponding Portal UserIDs and assign Portal roles
- ✓ Synchronize Portal password to ERecruiting (EP0) password for new UserID(s)
- ✓ Distribute UserID and password information

ESS

Initial UserID Setup Steps

This process is run in production R3/HRMS (RP0), and should be performed regularly (your agency's business decision, based on turnover at your agency) to ensure all new hires to your agency/personnel area have access to ESS functionality. The following steps must take place for the initial setup of new ESS UserIDs.

1. Run transaction **HRUSER** (/nHRUSER) in production R3/HRMS (RP0).
2. Create corresponding ESS Portal UserID.
3. Distribute Portal UserID/password information to ESS user.

Create ESS UserIDs (HRUSER)

1. Log onto production R3/HRMS (RP0). Enter transaction “**HRUSER**” (/nHRUSER) to create ESS UserIDs for your Personnel Area. **Make a note of the date/time you are starting this process.**
2. Click on “Change user attributes/key date” button.


Set Up and Maintain ESS Users (Start)

Log Log(s) Log(s) User attributes Job overview

Preparation

- Assignment of employees to existing users
- Copy SAP role -> customer namespace

User/authorization assignment

-  Change user attributes/key date
- Select employees using employee master
- Preselect employees using org. assignment

Key date: 09/06/2006 Other date

User attributes

User group: ESSUSER

Role Assignment

☒ Local role assignment
☐ No role assignment

Role: SR3P_SOW_ESSUSER

Correction

- Delete ESS users

3. "Key date" defaults to today's date; though not necessary, you can change it by clicking the drop-down to the right of "Other date" and selecting a different key date. Ensure all other fields in the pop-up box match the values shown below, and click the execute button.

Preparation

Attributes of Users

Authorization assignment

Key date: 09/07/2006 Other date

Password assignment Exit module for user name and password

User group ESSUSER

Role Assignment

☒ Local role assignment
☐ No role assignment

Role SR3P_SOW_ESSUSER
ESS General User Role for State of Washington

Logon data

Company address WASHINGTON STATE DEPT. OF PERSONNEL

Start menu

Output Device LOCL

Date format MM/DD/YYYY

Dec.pt.format Decimal point is period: N,NNN.NN

Time zone PST

Language English

✓ ⌚ ⓘ ✗

4. Click “Select employees using employee master” button.

Set Up and Maintain ESS Users (Start)

Log Log(s) Log(s) User attributes Job overview

Preparation

- Assignment of employees to existing users
- Copy SAP role -> customer namespace

User/authorization assignment

- Change user attributes/key date
- Select employees using employee master**
- Preselect employees using org. assignment

Key date: 09/07/2006 Other date

User attributes

User group: ESSUSER

Role Assignment

☒ Local role assignment
☐ No role assignment

Role: SR3P_S0W_ESSUSER

Correction

- Delete ESS users

5. Enter your personnel area followed by an asterisk, ensure that “All employees” is checked, and click the execute button.

3rd **Choose Personnel Numbers Using Employee Master**

Personnel Number

Employment status

Company Code

Payroll area

Pers.area/subarea/cost centre

Employee group/subgroup

All employees

Employees with users

Employees without users

Selection date

6. Click on the “Execute Background” button, to the right of “Employees without users”, in the box titled “ESS participant without authorization/user”

Set Up and Maintain ESS Users (Overview)

Log(s) Log(s) User attributes Job overview

Key date: 09/07/2006

Role assignment for ESS

Local role assignment

No role assignment

ESS role: SR3P_SOW_ESSUSER

Employees with users and ESS role: 0

Reconcile user

ESS participant without authorization/user

| | | |
|---------------------------------------|-----|------------|
| Employees with users without ESS role | 52 | Background |
| Employees without users | 585 | Background |

Employees with inconsistencies

| | | |
|-------------------------------|----|------------|
| Inactive employees with users | 1 | Background |
| Employees with deleted users | 28 | Background |

Inactive employees without user assignment (ok): 101

Total number of employees selected: 767

Extended list

7. Review the “Attributes of Users” pop-up window; verify all information is correct, and matches this example, (*except “Key date”*) and click the execute button.

Key date: 09/07/2006

Attributes of Users

Authorization assignment

Key date: 09/07/2006 Other date

Password assignment Exit module for user name and password

User group ESSUSER

Role Assignment

☒ Local role assignment

☐ No role assignment

Role SR3P_SOW_ESSUSER

ESS General User Role for State of Washington

Logon data

Company address WASHINGTON STATE DEPT. OF PERSONNEL

Start menu

Output Device LOCL

Date format MM/DD/YYYY

Dec.pt.format Decimal point is period: N,NNN.NN

Time zone PST Pacific Time (Los Angeles)

Language English

Execute button (green checkmark icon)

8. Click on “Job overview” button.

Set Up and Maintain ESS Users (Overview)

Log(s) Log(s) User attributes **Job overview**

Key date: 09/07/2006

Role assignment for ESS

☒ Local role assignment
☐ No role assignment

ESS role: SR3P_SOW_ESSUSER

Employees with users and ESS role: 0 Reconcile user

ESS participant without authorization/user

| | | | |
|---------------------------------------|-----|--|------------|
| Employees with users without ESS role | 52 | | Background |
| Employees without users | 585 | | Background |

Employees with inconsistencies

| | | | |
|-------------------------------|----|--|------------|
| Inactive employees with users | 1 | | Background |
| Employees with deleted users | 28 | | Background |

Inactive employees without user assignment (ok): 101

Total number of employees selected: 767

☐ Extended list

9. Ensure your UserID appears in the “User name” field, and click the execute button.

Simple Job Selection

The screenshot displays the 'Simple Job Selection' interface with the following elements:

- Buttons:** 'Execute' (with a play icon), 'Extended job selection' (with a green X icon), and 'Information' (with an 'i' icon).
- Job name:** A text field containing an asterisk (*).
- User name:** A text field containing 'Your UserID', which is circled in red.
- Job status:** A section with checkboxes for 'Sched.', 'Released', 'Ready', 'Active', 'Finished', and 'Canceled'. The 'Released', 'Ready', 'Active', 'Finished', and 'Canceled' checkboxes are checked.
- Job start condition:** A section with a date range 'From 09/07/2006 To 09/07/2006'. Below the dates are clock icons and empty text fields. There is also a field labeled 'or after event:' with a document icon.
- Job step:** A section with a label 'ABAP program name:' followed by an empty text field.

10. Review Job Overview; verify status “Complete”.

Job Overview

Release [STOP] [X] Spool [Job log] [Step] [Application servers] [X] [X] [X] [X] [X]

Job overview from: 09/07/2006 at: : :
to: 09/07/2006 at: : :
Selected job names: *
Selected user names: LONNIER

☐ Scheduled ☒ Released ☒ Ready ☒ Activ ☒ Complete ☒ Canceled
☐ Event controlled Event ID: : :
☐ ABAP program Program name : : :

| Job | Ln | Job CreatedBy | Status | Start date | Start time | Duration(sec.) | Delay (sec.) |
|--------------------|----|---------------|----------|------------|------------|----------------|--------------|
| ESS_USERUPDATE_JOB | | LONNIER | Complete | 09/07/2006 | 17:44:44 | 261 | 0 |
| *Summary | | | | | | 261 | 0 |

11. Next, make note of the date and time when you reached this step. You'll need to extract information for the ESS UserIDs you just created, for subsequent creation of corresponding Portal UserIDs. Launch transaction **SUIM** (/nsuim) in the transaction box.

12. Click on the right arrow next to “Change Documents” to expand display.

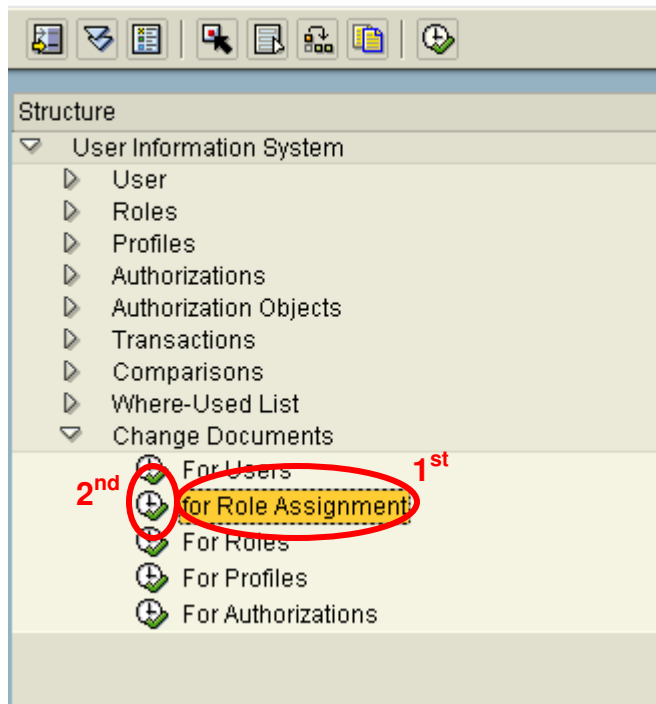
User Information System

Structure

- ▼ User Information System
 - ▶ User
 - ▶ Roles
 - ▶ Profiles
 - ▶ Authorizations
 - ▶ Authorization Objects
 - ▶ Transactions
 - ▶ Comparisons
 - ▶ Where-Used List
 - ▶ **Change Documents**

13. Click on “for Role Assignment”, then click execute.

User Information System



14. Populate fields in this screen

- Role name: **SR3P_SOW_ESSUSER**
- Changed by: **Your UserID**
- From date: Date your HRUSER run started (from your note in Step#1)
- From time: Time your HRUSER run started (from your note in Step#1)
- To date: Date your HRUSER run ended (from your note in Step#11)
- To time: Time your HRUSER run ended (from your note in Step#11)
- Click the execute button.

7th *Display Change Documents for Role Administration*

The screenshot shows a web application interface for role administration. At the top, there's a title bar with the text "Display Change Documents for Role Administration". Below the title bar, there's a toolbar with three icons: a green circle with a white checkmark, a green square with a white plus sign, and a green square with a white minus sign. The main area is titled "Parameters" and contains a table of fields. The fields are: User (empty), Role Name (SR3P_SOW_ESSUSER), Changed By (your UserID), From date (99/99/9999), From Time (99:99:99), To Date (99/99/9999), To Time (99:99:99), and Document Change Number (empty). The "To Time" field has a small icon next to it. To the right of the "Changed By" field, there's a button labeled "LONNIER". To the right of the "From date" field, there are three buttons labeled "Week", "Month", and "Year". A red circle is drawn around the "Parameters" section, and a red arrow points to the "Execute" button in the toolbar.

| | |
|------------------------|----------------------------------|
| User | |
| Role Name | 1 st SR3P_SOW_ESSUSER |
| Changed By | 2 nd your UserID |
| From date | 3 rd 99/99/9999 |
| From Time | 4 th 99:99:99 |
| To Date | 5 th 99/99/9999 |
| To Time | 6 th 99:99:99 |
| Document Change Number | |

You can use wildcard characters in your input:
(Plus (+) stands for one character; asterisk (*) for any number of characters)

15. This screen displays the information for ESS UserIDs you created when you ran HRUSER. You may elect to save this report to an Excel spreadsheet; use this information to proceed with set up of corresponding Portal UserIDs, following the steps in [Create Portal UserIDs](#).

Display Change Documents for Role Administration

| Role Assignment to Users | | | | | | | | |
|--------------------------|------------|----------|------------------|----------------|------------|------|------------|-----------|
| User | Date | Time | Role Name | Action | Changed By | Tcod | First Name | Last Name |
| 00014201 | 09/17/2006 | 16:30:00 | SR3P_SOW_ESSUSER | New Assignment | TONYA | | ELLEN | STOOPS |
| 00014239 | | | | New Assignment | TONYA | | NANCY | HOWE |
| 00014570 | | 16:30:01 | | New Assignment | TONYA | | LINDA | ROBBINS |
| 00014820 | | | | New Assignment | TONYA | | LYDIA | SMITH |
| 00014953 | | 16:30:02 | | New Assignment | TONYA | | MICHAELA | DOLINA |
| 00015110 | | | | New Assignment | TONYA | | DONSA | BENITEZ |

16. Repeat steps 1 – 6; if the value in “Employees with users without ESS role” is greater than zero, (as shown in example, below) click the “Execute Background” button to the right of “Employees with users without ESS role”, per the screen shot below. Then repeat steps 7-15 until the values displayed in both “Employees with users without ESS role” and “Employees without users” are equal to zero. **NOTE:** If you have repeated this process, and this count still shows 1 or more, you can click on the mountain button to see more information. If the information displayed is about you as the UserID administrator, this is not an error, but a glitch in the system.



Set Up and Maintain ESS Users (Overview)

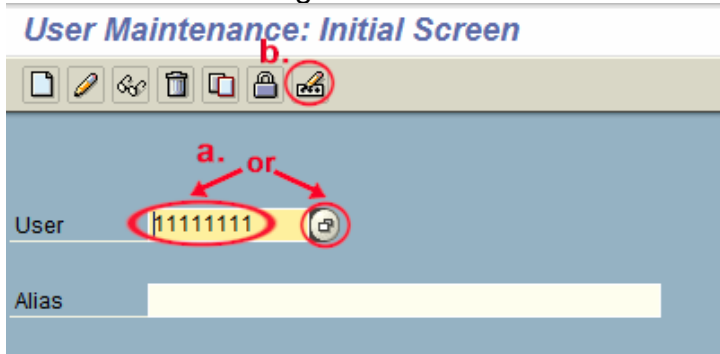
| | | | |
|--|--|------------|--|
| Log(s) Log(s) User attributes Job overview | | | |
| Key date: | | 09/07/2006 | |
| Role assignment for ESS <input checked="" type="radio"/> Local role assignment <input type="radio"/> No role assignment ESS role: SR3P_SOW_ESSUSER Employees with users and ESS role: 0 Reconcile user | | | |
| ESS participant without authorization/user Employees with users without ESS role: 52 Background Employees without users: 585 Background | | | |
| Employees with inconsistencies Inactive employees with users: 1 Background Employees with deleted users: 28 Background | | | |
| Inactive employees without user assignment (ok) | | 101 | |
| Total number of employees selected | | 767 | |
| <input type="checkbox"/> Extended list | | | |


ESS UserID Maintenance

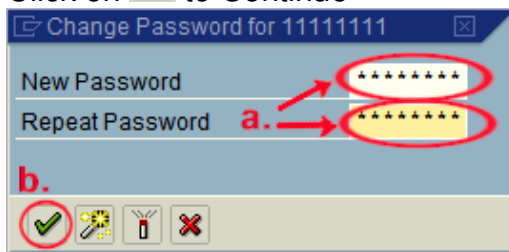
Reset SAP Password (SU01)

NOTE: These procedures are provided as a reference; you should not need to reset the SAP password for an ESS user. So long as the initial SAP password is unchanged, it should not need to be reset. The ESS user only needs a valid Portal UserID and password to access ESS functionality.

1. Log onto production R3/HRMS. Enter transaction “**SU01**” (/nSU01) to reset an SAP password
2. Enter the UserID for which you are re-setting the SAP password.
 - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the “User” field. In this example it is “11111111”. To search for the User, click on  to search and select the User.
 - b. Click on  to Change Password.



3. Enter the new password **manually** or use the **Wizard to generate** a new password
Option 1 – Enter new password manually
 - a. Enter the new password and repeat for verification (Hardened password standards apply; passwords must contain at least one letter, one number and be at least eight characters)
 - b. Click on  to Continue

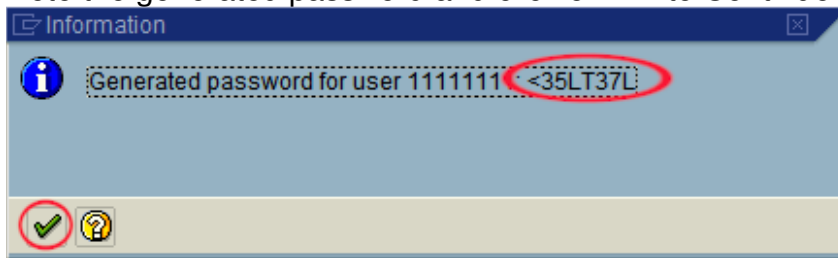


Option 2 – Use the Wizard to generate a new password

- a. Click on the Wizard Button  to generate a password.



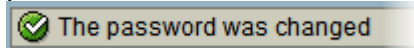
- b. Note the generated password and click on  to Continue



- c. Click on  to continue



4. Upon successful update the following message will be displayed. Do **NOT** distribute this password to the user, as the user will not access ESS via SAP GUI logon pad.



ERecruiting

Create ERecruiting UserIDs

ERecruiting UserIDs are created in EP0 (production ERecruiting system) via an ALE (Application Link Enabling) process, which extracts data from R3/HRMS to create the ERecruiting UserIDs in EP0. This ALE process is scheduled to run daily, and is only capable of creating UserIDs for employees who have valid personnel records in HRMS.

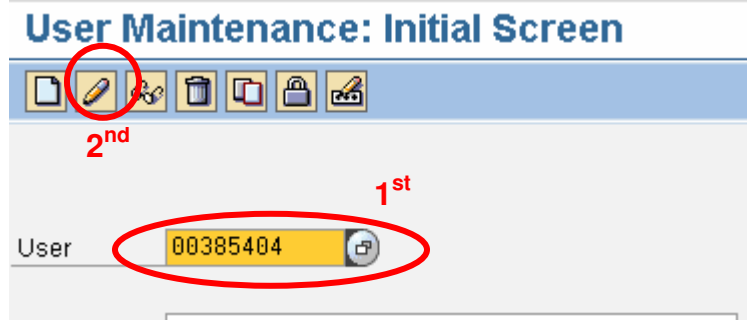
As a UserID administrator, **DO NOT** use transaction **SU01** to create an ERecruiting UserID. The ALE process creates ERecruiting UserIDs and assigns the reference user “RCF_CAND_INT”, which enables *internal candidate* authorization access. You will only need to assign additional ERecruiting roles, following the steps in [Assign ERecruiting roles](#) as requested, to enable access for the ERecruiting user to the functionality assigned in the ERecruiting application.

That said, there are no steps for the UserID administrator to set up an ERecruiting UserID in EP0; **HOWEVER**, you will need to confirm whether a corresponding Portal UserID exists, following steps in [Search for Portal UserID](#). Additionally, you will need to synchronize the ESS and ERecruiting passwords; instructions are included in this supplement.

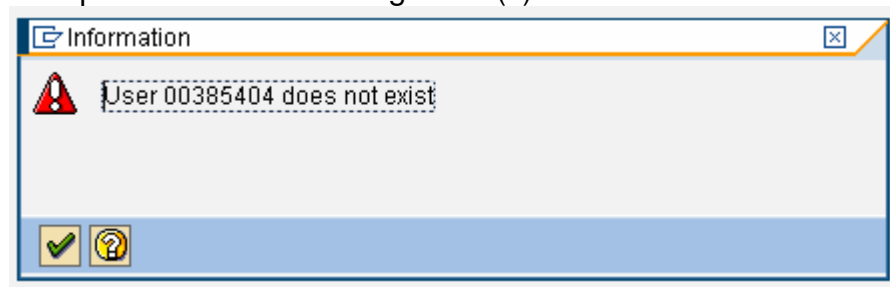
If you have regularly run the process to create ESS UserIDs, following the steps in [Create ESS UserIDs](#), the ERecruiting user’s corresponding Portal UserID is likely already established. If not, you will need to create the Portal UserID, following steps in [Create Portal UserIDs](#).

Assign ERecruiting roles to UserIDs (SU01)

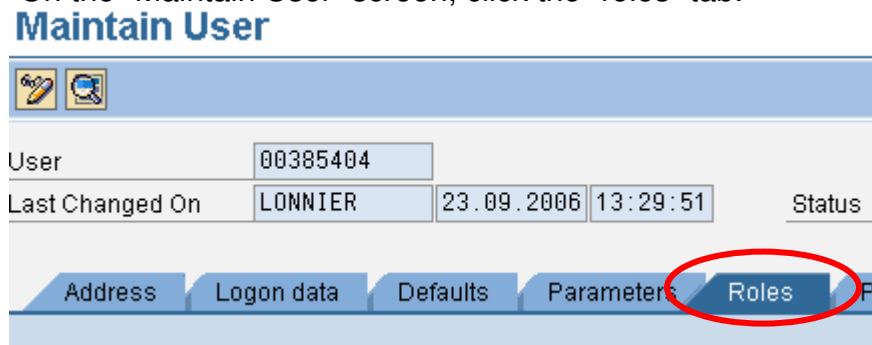
1. Log into **EP0 – ERecruiting**, via SAP GUI logon pad. Single sign-on is **not** enabled or available for EP0, so you will be prompted for your UserID (your personnel number, ***including*** leading zeroes, for a total of eight characters) and password. It is important to remember that ERecruiting passwords **ARE** case-sensitive! Additionally, you will be prompted for password change at initial login, and every 90 days thereafter.
2. Enter transaction code **SU01** (/nsu01) to assign a role(s) to a UserID.
3. Enter the UserID (personnel number, ***including*** leading zeroes, for a total of eight characters), and click the change icon.




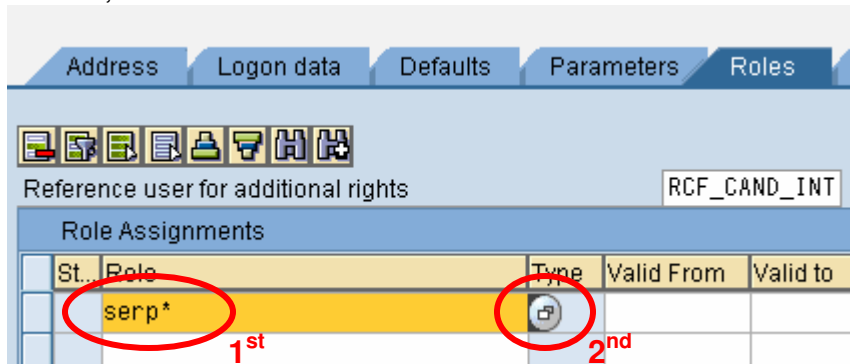
4. If you see the following pop-up box, there are a couple of possibilities; either the ERecruiting UserID has not yet been created by the ALE process, **--or--** the UserID you entered is incorrect. Click the green check, then confirm/verify the UserID you entered is correct. If not, repeat step 3 with corrected UserID. If you still see this pop-up, you will have to wait until this ERecruiting UserID has been created by the ALE process before you can proceed with role assignment(s).



5. On the “Maintain User” screen, click the “roles” tab.



6. Search for the Erecruiting role to be assigned. Enter **serp*** in the first empty cell under “Role”, and click on .



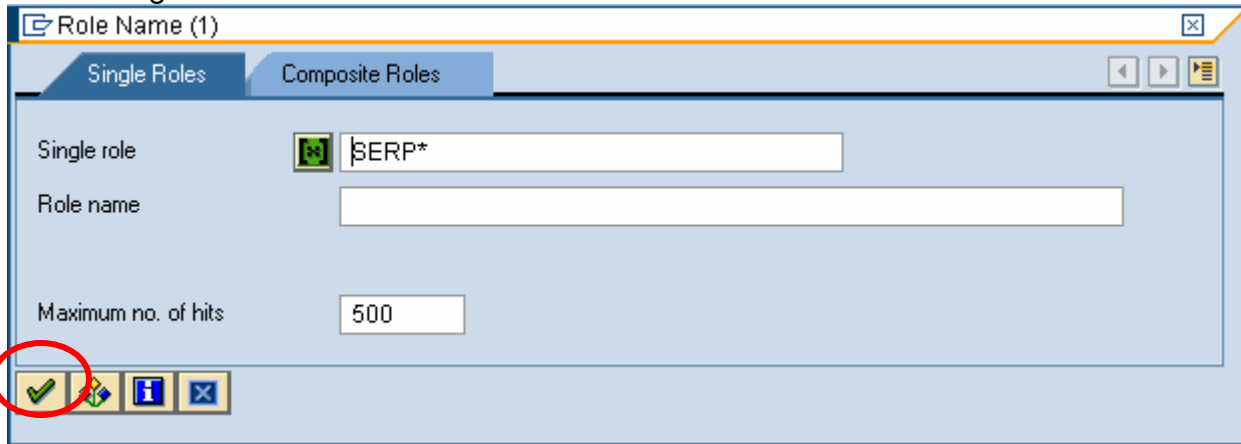
Address Logon data Defaults Parameters Roles

Reference user for additional rights RCF_CAND_INT

Role Assignments

| St... | Role | Type | Valid From | Valid to |
|-------|-------|------|------------|----------|
| | serp* | | | |

7. Click the green check to start search.



Role Name (1)

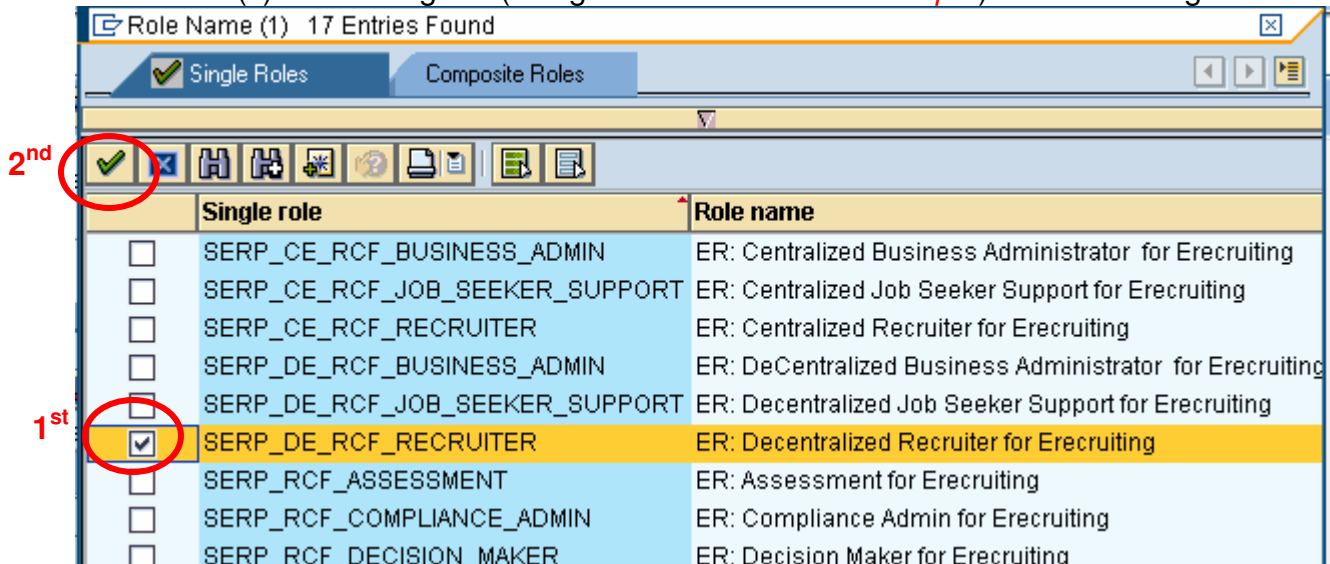
Single Roles Composite Roles

Single role SERP*

Role name

Maximum no. of hits 500



8. Select role(s) to be assigned (using screen shot *as an example*) and click the green check.



Role Name (1) 17 Entries Found

Single Roles Composite Roles

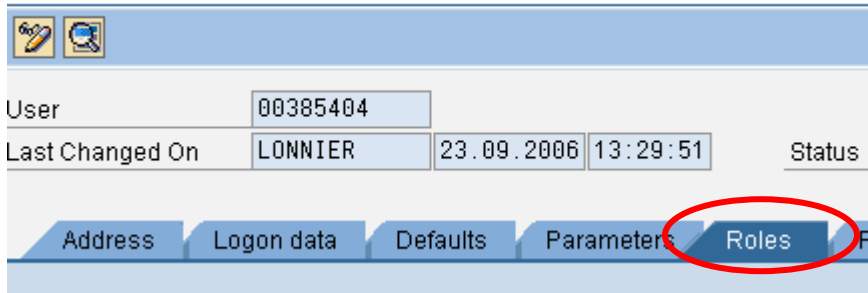
| | Single role | Role name |
|-------------------------------------|--------------------------------|--|
| <input type="checkbox"/> | SERP_CE_RCF_BUSINESS_ADMIN | ER: Centralized Business Administrator for Erecruiting |
| <input type="checkbox"/> | SERP_CE_RCF_JOB_SEEKER_SUPPORT | ER: Centralized Job Seeker Support for Erecruiting |
| <input type="checkbox"/> | SERP_CE_RCF_RECRUITER | ER: Centralized Recruiter for Erecruiting |
| <input type="checkbox"/> | SERP_DE_RCF_BUSINESS_ADMIN | ER: DeCentralized Business Administrator for Erecruiting |
| <input type="checkbox"/> | SERP_DE_RCF_JOB_SEEKER_SUPPORT | ER: Decentralized Job Seeker Support for Erecruiting |
| <input checked="" type="checkbox"/> | SERP_DE_RCF_RECRUITER | ER: Decentralized Recruiter for Erecruiting |
| <input type="checkbox"/> | SERP_RCF_ASSESSMENT | ER: Assessment for Erecruiting |
| <input type="checkbox"/> | SERP_RCF_COMPLIANCE_ADMIN | ER: Compliance Admin for Erecruiting |
| <input type="checkbox"/> | SERP_RCF_DECISION_MAKER | ER: Decision Maker for Erecruiting |

9. Click on  (just right of the transaction box, top of your screen) to save changes; you should see  User 00385404 was saved in the lower left status area of your screen.

10. On the “User Maintenance: Initial Screen”, click .

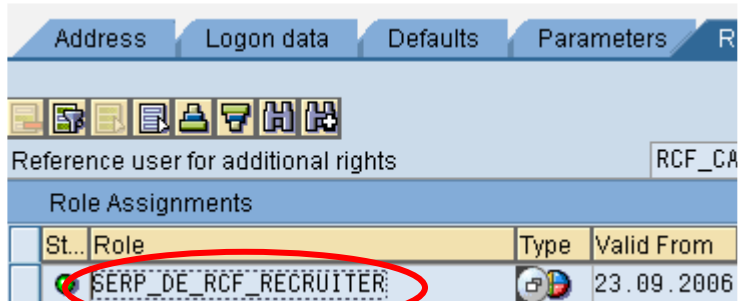
11. On the “Maintain User” screen, click the “roles” tab.

Maintain User



The screenshot shows the 'Maintain User' screen. At the top, there are two icons: a pencil and a magnifying glass. Below them, the 'User' field contains '00385404'. The 'Last Changed On' field shows 'LONNIER' and '23.09.2006 13:29:51'. A 'Status' field is also present. At the bottom, there is a tabbed interface with tabs for 'Address', 'Logon data', 'Defaults', 'Parameters', 'Roles', and 'P'. The 'Roles' tab is highlighted with a red circle.

12. Double-click the role name you just assigned; the “Display Roles” screen will open in a new window.



The screenshot shows the 'Display Roles' screen. At the top, there are tabs for 'Address', 'Logon data', 'Defaults', 'Parameters', and 'R'. Below the tabs, there is a toolbar with icons for file operations. The 'Reference user for additional rights' field contains 'RCF_CA'. Below this, there is a section titled 'Role Assignments'. It contains a table with columns 'St...', 'Role', 'Type', and 'Valid From'. The first row of the table has the role name 'SERP_DE_RCF_RECRUITER' highlighted with a red circle. The 'Valid From' date is '23.09.2006'.

13. Note the yellow triangle, and click on the “User” tab.

Display Roles



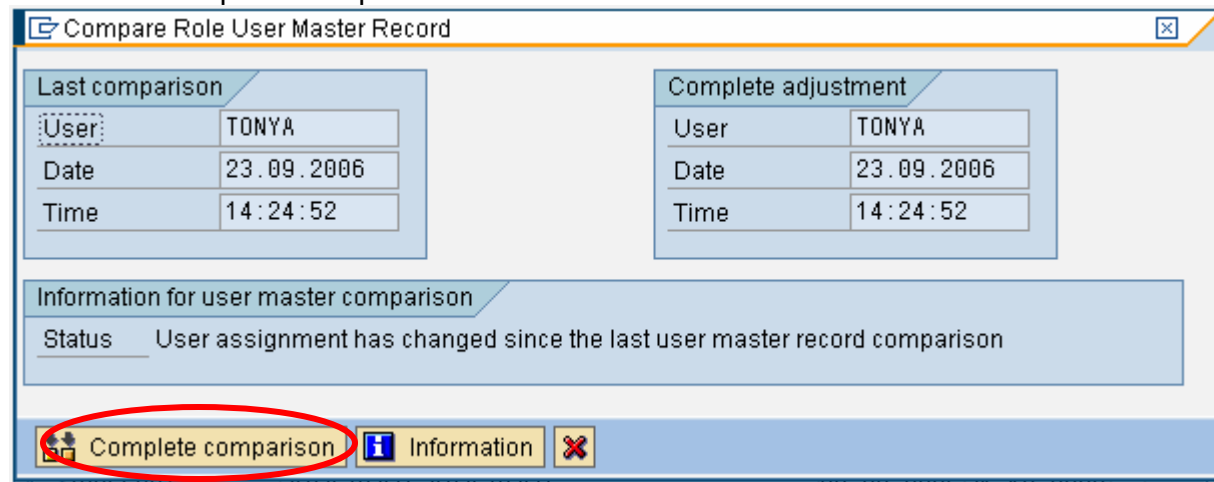
The screenshot shows the 'Display Roles' screen. At the top, there are icons for a pencil, a folder labeled 'Other role', a magnifying glass, and an information icon. Below these, the 'Role' field contains 'SERP_DE_RCF_RECRUITER'. The 'Description' field contains 'ER: Decentralized Recruiter for Erecruiting'. At the bottom, there is a tabbed interface with tabs for 'Description', 'Menu', 'Workflow', 'Authorizations', 'User', and 'MiniA'. The 'User' tab is highlighted with a red circle and contains a yellow triangle icon.

14. Note the red light, and click on the “User comparison” button.

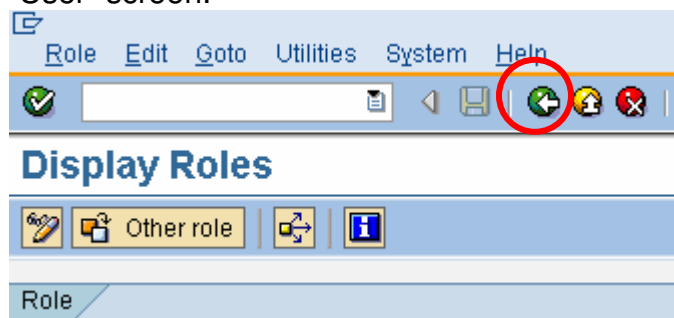
Display Roles



15. Click on “Complete comparison”.



16. Note the green lights on the “User comparison” button, and on the “User” tab. Click the green “back” arrow to close the window opened in Step #12, and return you to the “Display User” screen.





17. Click the green “back” arrow.

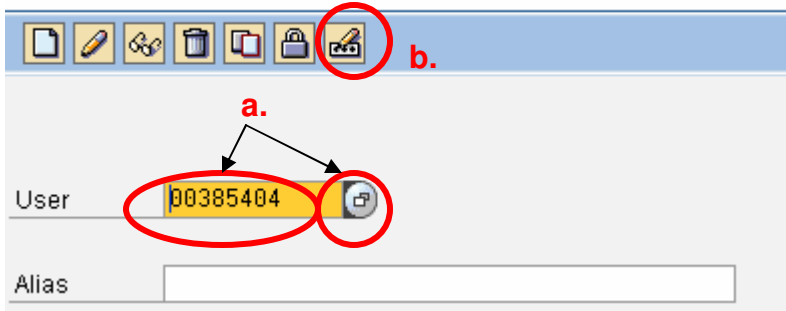
18. Next, you’ll need to assign corresponding Portal ERecruiting roles. Follow steps in [Assign Portal Roles](#).

ERecruiting UserID Maintenance


Reset SAP Password (SU01)

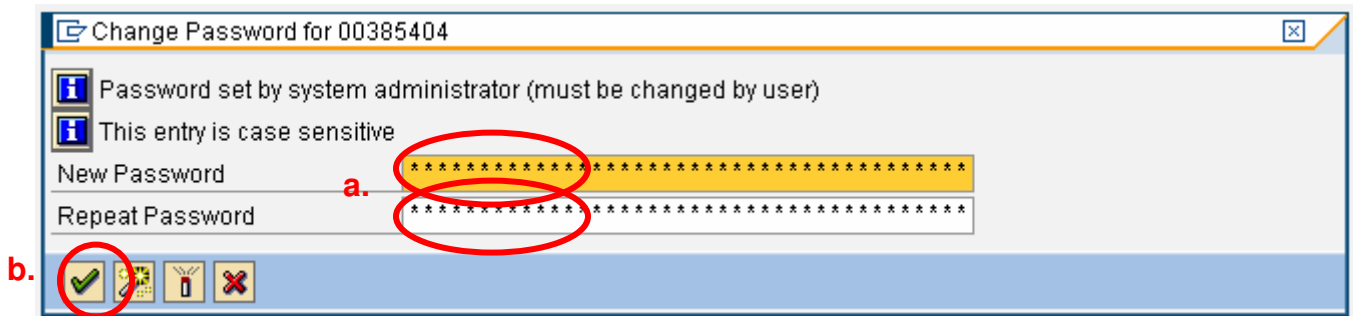
1. Log onto production ERecruiting (EP0). Enter transaction **SU01** (/nSU01) to reset an SAP password
2. Enter the UserID for which you are re-setting the SAP password.
 - a. Enter the UserID (Personnel Number, **including** leading zeroes) into the “User” field,
OR, click on  to search and select the User.
 - b. Click on  to Change Password

User Maintenance: Initial Screen



The screenshot shows the 'User Maintenance: Initial Screen' in SAP. At the top, there is a toolbar with several icons. The icon for 'Change Password' (a key with a pencil) is circled in red and labeled 'b.'. Below the toolbar, there is a 'User' field containing the text '00385404'. This field is circled in red and labeled 'a.'. To the right of the 'User' field is a search icon (a magnifying glass over a document), which is also circled in red. Below the 'User' field is an 'Alias' field.

3. Enter the new password **manually** or use the **Wizard to generate** (*not recommended*) a new password
- Option 1 – Enter new password manually**
- a. Enter the new password and repeat for verification (Hardened password standards apply; passwords must contain at least one letter, one number and be at least eight characters)
 - b. Click on  to Continue

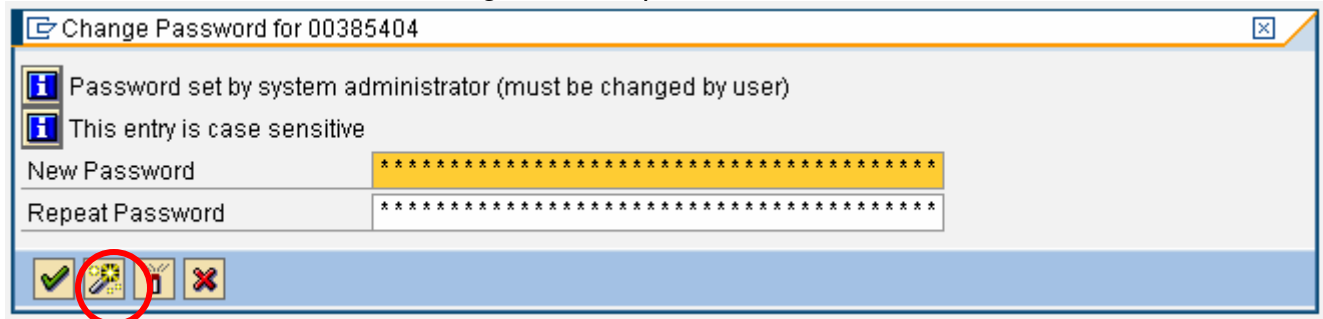


The screenshot shows the 'Change Password for 00385404' dialog box. It contains two informational messages: 'Password set by system administrator (must be changed by user)' and 'This entry is case sensitive'. Below these messages are two text input fields: 'New Password' and 'Repeat Password'. Both fields are filled with asterisks and are circled in red, with the label 'a.' pointing to them. At the bottom of the dialog box, there is a toolbar with several icons. The 'Continue' icon (a green checkmark) is circled in red and labeled 'b.'. Other icons include a key, a magnifying glass, and a red X.

- c. Distribute initial password to user – Remind user that EP0 passwords ARE case-sensitive.

Option 2 – Use the Wizard to generate a new password

- a. Click on the Wizard Button  to generate a password.



Change Password for 00385404


Information: Password set by system administrator (must be changed by user)

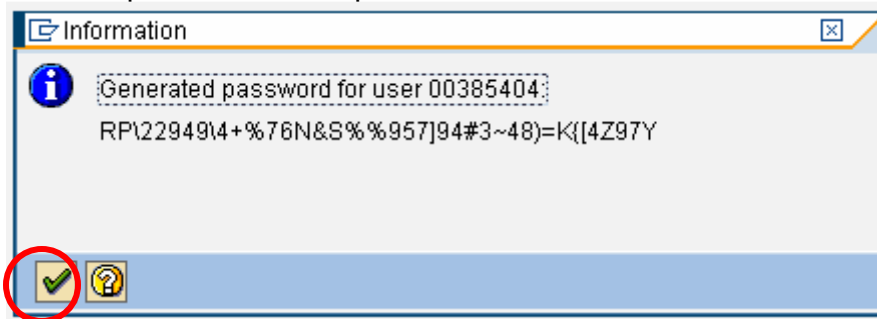
Information: This entry is case sensitive

New Password: *****

Repeat Password: *****

Buttons: [Checkmark] [Wizard] [Cancel] [Close]

- b. Cut and paste this initial password into an email. Click on  to Continue.

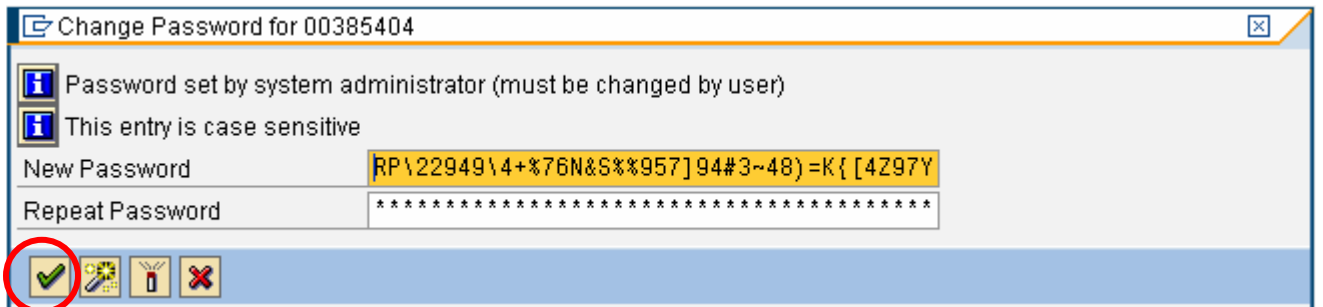


Information

Generated password for user 00385404:
RP\22949\4+%76N&S%%957]94#3~48)=K{[4Z97Y

Buttons: [Checkmark] [Help]

- c. Click on  to continue



Change Password for 00385404

Information: Password set by system administrator (must be changed by user)

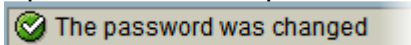
Information: This entry is case sensitive

New Password: RP\22949\4+%76N&S%%957]94#3~48)=K{[4Z97Y

Repeat Password: *****

Buttons: [Checkmark] [Wizard] [Cancel] [Close]

4. Upon successful update the following message will be displayed.



5. Distribute initial password to user – Remind user that ERecruiting passwords **ARE** case-sensitive.

Portal

Portal User Security Setup

Create Portal UserIDs

1. Logon to Portal, using your professional administrator Portal UserID (comprised of domain\ networkID).
2. The “Create User” screen will be displayed (if the “Create User” screen isn’t displayed, click on “Users”, then click on “Create User”). Enter the Portal UserID (Personnel Number, **including** leading zeroes; UserID must be eight characters). **DO NOT** click/check “Automatic Password Generation” – No password will be displayed. Instead, enter an initial password in both the “Define Password” and “Confirm Password” fields, and record this password for synchronization of ESS and ERecruiting passwords, prior to distribution to user. Enter last name, first name, and email address for the user. You may optionally fill non-required fields (required fields show a red asterisk). **SPECIAL NOTE:** For **each** new ESS/Portal UserID, you will need to log into EP0 and synchronize the portal password to the ERecruiting password prior to UserID and password distribution to new user(s). Refer to [Reset SAP Password \(SU01\)](#) in this supplement.

Welcome Lonnie Rogers

User Administration System Administration Content Administration User Administration System Administration Content Administration

Users Roles Groups User Mapping Replication Import/Export

Create User

Detailed Navigation

- Create User
- Search
- Previous Search Results
- Locked Users

Create User

General Information

User ID:* 00385404

Automatic Password Generation: ☒

Define Password:

Confirm Password:

Last Name:* Rogers

First Name:* Lonnie

E-Mail Address:* LonnieR@DOP.WA.GOV

Form of Address:

Language: -Select-

Company:

Activate Accessibility Features: ☐ (Screen reader required)

3. Scroll to the bottom of the screen and click on the “Create” button.

4. The “View User” screen will appear. Review the user’s information to ensure that the information is correct.

Create User

View User

View the profile below. You can modify the profile by clicking on the "Modify" button below. You can use the expand/minimize icon on the left side of the profile to use the space efficiently.

General Information

User ID:

00385404

Last Name:

Rogers

First Name:

Lonnie

E-Mail Address:

LonnieR@DOP.WA.GOV

Form of Address:

Language:

Company:

Account Status:

Active

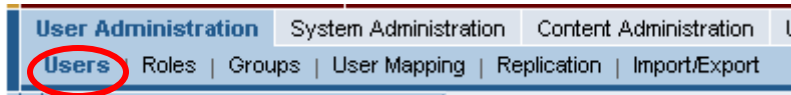
Account History

| Date | Description |
|---|----------------------|
| Sep 7, 2006 11:45:13 AM | New account created |
| Sep 7, 2006 1:00:00 AM - Dec 31, 2500 12:00:00 AM | Account Valid Date |
| Sep 7, 2006 11:45:13 AM | Last Password Change |

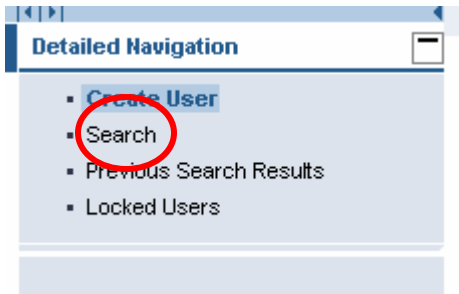
Search for Portal UserID

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).

2. Click on “Users”



3. Click on “Search”



4. Enter the Portal UserID (personnel number, **including** leading zeroes, for a total of eight characters), then scroll down and click “Search”

Search for User

Search for user by entering any relevant information below

General Information

| | |
|------------------|---------------------------------------|
| User ID: | <input type="text" value="99999999"/> |
| Last Name: | <input type="text"/> |
| First Name: | <input type="text"/> |
| E-Mail Address: | <input type="text"/> |
| Form of Address: | <input type="text"/> |

5. If you get the “No User Found” message, follow steps in [Create Portal UserIDs](#).

Search for User

Search for user by entering any relevant information below

 **No User found**

General Information

Assign Portal Roles

1. Logon to Portal.

2. Click on Roles.

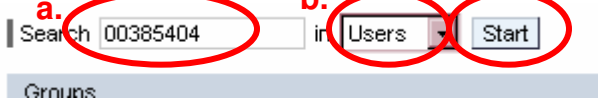


3. Update the UserID

a. Enter the Portal UserID (Personnel number, **including** leading zeroes) in the Search field

b. Select Users in the drop-down

c. Click Start



4. Click on "Edit".



6. The screen will display current Role Assignments, and allow for additions/deletions of roles.

[Create User](#) > Roles | [Back](#) [Forward](#)

| Detailed Information | |
|----------------------|------------------------------|
| User ID | 00385404 |
| Name | Rogers, Lonnie |
| Unique ID | USER.PRIVATE_DATASOURCE.un:0 |
| Last Name | Rogers |
| First Name | Lonnie |
| Position | |
| Telephone | |
| Mobile | |
| E-Mail Address | LonnieR@DOP.WA.GOV |
| Department | |

[Save](#) [Back](#)

| Role Assignment | |
|---|------|
| Assigned Roles | |
| ID | Name |
| | |
| | |
| | |
| | |
| | |
| Page 1 / 1 | |
| Remove | |
| | |
| Search <input type="text"/> Start | |
| Available Roles | |
| ID | Name |
| | |
| | |
| | |

6. Scroll down to Available Roles, and click Start

Search [Start](#)

| Available Roles | |
|-----------------|------|
| ID | Name |
| | |
| | |
| | |

7. Select and Add/assign portal Role(s) to a User

a. Click in the selection box of role to add (**all** ESS and ERecruiting Portal users get **hrms.eu_role** and **EmployeeSelfService**) Additional ERecruiting roles are intuitively named to match/correspond with the function(s) assigned in ERecruiting IMG application; these additional roles must also be assigned to the Portal UserID, following these procedures, before the ERecruiting user will have full access.

b. Click the Add button to add the Role to the User

Search

| | ID | Name |
|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> | content_admin_role_0 | pcd:portal_content/hrmsw.hrmscreated/hrms.roles |
| <input checked="" type="checkbox"/> | EmployeeSelfService | pcd:portal_content/hrmsw.hrmscreated/View2/Roles |
| <input type="checkbox"/> | ESS2 | pcd:portal_content/hrmsw.hrmscreated/hrms.roles2 |
| <input type="checkbox"/> | ESSAndy | pcd:portal_content/hrmsw.hrmscreated/hrms.roles2 |
| <input type="checkbox"/> | ESSHarmony_Tester.ESSHarmonyTester | pcd:portal_content/hrmsw.hrmscreated/hrms.roles2 |

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8. Once all roles have been added, click the Save button.

E-Mail Address

Department

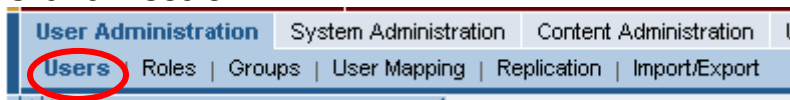
9. Distribute Portal UserID and password to ESS/ERecruiting user, and provide the correct URL for ESS/ERecruiting, which is: <https://fortress.wa.gov/dop/portal/iri> This is the **only** URL to be used, regardless of whether access is during **or** outside “regular” business hours. You may elect to contact appropriate agency staff to add this link to your agency “home” page.

Portal UserID Maintenance

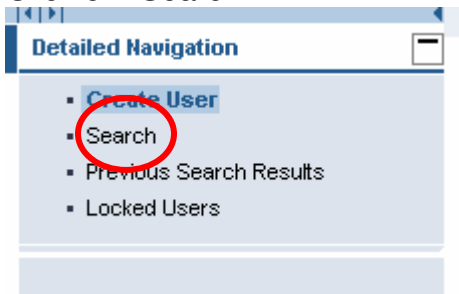
Unlock Portal UserID

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).

2. Click on “Users”



3. Click on “Search”



4. Enter the Portal UserID (personnel number, **including** leading zeroes, for a total of eight characters), then scroll down and click “Search”

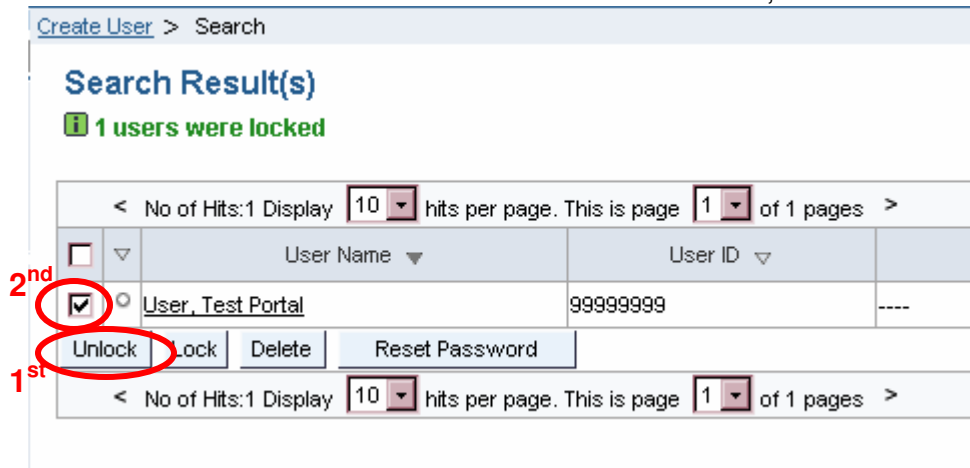
Search for User

Search for user by entering any relevant information below

General Information

| | |
|------------------|---------------------------------------|
| User ID: | <input type="text" value="99999999"/> |
| Last Name: | <input type="text"/> |
| First Name: | <input type="text"/> |
| E-Mail Address: | <input type="text"/> |
| Form of Address: | <input type="text"/> |

5. Click in the check box to the left of the User’s name, and click the “Unlock” button.



6. You must enter a reason in the “Reason” box, then click the “Unlock” button.

Reason(s) for Unlocking

You are unlocking users. Provide a reason for this action. This will be documented in es

Unlocked By: **Lonnie Rogers**

Date Unlocked: Sep 23, 2006 4:52:31 PM

Reason:

Unlock Portal UserID

1st

2nd

Unlock

Cancel

7. Upon successful unlock, you will see the following message.

[Create User](#) > Search

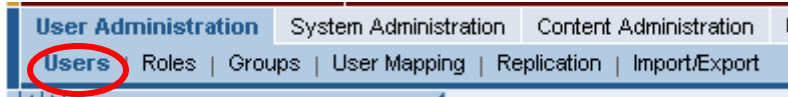
Search Result(s)

1 users were unlocked

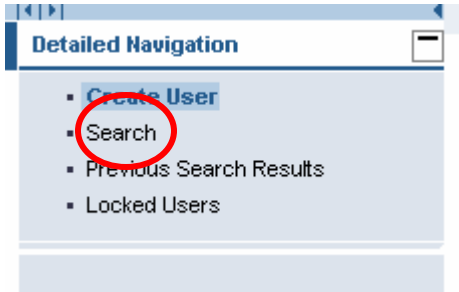
| | | | |
|--|---|-------------------|-----------|
| < No of Hits:1 Display 10 hits per page. This is page 1 of 1 pages > | | | |
| <input type="checkbox"/> | ▼ | User Name ▼ | User ID ▼ |
| <input type="checkbox"/> | ● | User, Test Portal | 99999999 |
| ---- | | | |
| Unlock Lock Delete Reset Password | | | |
| < No of Hits:1 Display 10 hits per page. This is page 1 of 1 pages > | | | |

Reset Portal password

1. Logon to Portal, using your administrator Portal UserID (comprised of domain\networkID).
2. Click on “Users”



3. Click on “Search”



4. Enter the Portal UserID (personnel number, **including** leading zeroes, for a total of eight characters), then scroll down and click “Search”

Search for User

Search for user by entering any relevant information below


General Information

| | |
|------------------|---------------------------------------|
| User ID: | <input type="text" value="99999999"/> |
| Last Name: | <input type="text"/> |
| First Name: | <input type="text"/> |
| E-Mail Address: | <input type="text"/> |
| Form of Address: | <input type="text"/> |

5. Do **NOT** click the “Reset Password” button – No password will be displayed. Click in the check box to the left of the User’s name, and click “Edit”

Search Result(s)


Searched for "User ID"="99999999"

| | | | | |
|--|-------------------|----------|----------------|---|
| < No of Hits:1 Display <input type="text" value="10"/> hits per page. This is page <input type="text" value="1"/> of 1 pages > | | | | |
| <input type="checkbox"/> | User Name | User ID | Company | Acti |
| <input checked="" type="checkbox"/> | User, Test Portal | 99999999 | ---- |  |
| Unlock | Lock | Delete | Reset Password | |
| < No of Hits:1 Display <input type="text" value="10"/> hits per page. This is page <input type="text" value="1"/> of 1 pages > | | | | |

6. Do **NOT** click the “Automatic Password Generation” box – No password will be displayed. Enter password in both “Define Password” and “Confirm Password” fields, and press Enter.

Modify User


This form allows you to modify a user. You can use the expand/minimize icon on the far right

| General Information | |
|---------------------|--|
| User ID: | 99999999 |
| Password: | <input type="checkbox"/> Automatic Password Generation |
| Define Password: | <input type="password"/> |
| Confirm Password: | <input type="password"/> |
| Account Status: | Active  |

7. Upon successful password reset, you will see the following message.

Search Result(s)

 Attribute(s) of user User, Test Portal were changed

| | | | |
|--|---|-------------------|----------------|
| < No of Hits:1 Display <input type="text" value="10"/> hits per page. This is page <input type="text" value="1"/> of 1 pages > | | | |
| <input type="checkbox"/> | ▼ | User Name ▼ | User ID ▼ |
| <input type="checkbox"/> |  | User, Test Portal | 99999999 |
| Unlock | Lock | Delete | Reset Password |
| < No of Hits:1 Display <input type="text" value="10"/> hits per page. This is page <input type="text" value="1"/> of 1 pages > | | | |

8. Provide user with new ESS/Portal initial password.